APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date 2/8/84	Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number **84-24**
Application Number 115		Date Received FEB 2 3 1984 | Date Completed MAY 3 0 1984

2. Person to Contact   **Working Title**   **Telephone Number**

Paul Fetty   Accountant   (912) 964-3906

3. Action Requested

   a. ☒ Establish Retention Schedule; record will continue to accumulate.

   b. ☐ Dispose of present accumulation; no further accumulation anticipated.

   c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series	5. Records Series Title *(followed by title used in office; if different)*
Earliest Latest Recorded 1975 | To Date	Personal Property Records

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves expenses; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; coordinates the preparation of the annual budget with various divisions. Under his supervision, monthly financial reports are published and related financial and cost data records are prepared and distributed.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: Personal Property owned by Georgia Ports Authority including equipment.

Included are: Capitalization files; Listing of Property by Department; Listing of Property by General Ledger Reference #; Subsidiary list of inventoried office items.

File is arranged: By Subject.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old __Daily__; Seven to twelve months old __Daily__; Thirteen to twenty-four months old __4__;

twenty-five months and older __varies__? Upon request.

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers __3__; Shelves _____; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Long Term Research Value
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? In part.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements — The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.

d. Audit period _____ years.
e. Administrative need _____ 25 _____ years.
f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Personal

This is the file which identifies GPA's owned property.

12. Approved Disposition Instructions — This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ____1____ year(s); then
☒ Transfer to local holding area, hold __24__ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	2/17/84	Carol Moseley	2/8/84

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		5-3-84
	Secretary of State/Designee	Edward Weldon	4/30/84
	Attorney General/Designee		5/24/84

AR-50-71; Rev. 76   (Reverse Side)